



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**COURT ADMINISTRATIVE CLERK I**

**Examination No. 07-013**

**SALARY RANGE:**

\$16.76 - \$20.37 hourly; \$1,340.80 - \$1,629.60 bi-weekly  
Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this salary range.

**FILING DEADLINE:**

Applications will be accepted until **5:00 p.m., Tuesday, October 3, 2006**

**JOB SUMMARY:**

Court Administrative Clerk I's provide accounting and clerical support in various court administrative support divisions and functions including accounting, purchasing, stores, payroll, personnel, and judicial services. Duties vary depending on assignment and may include preparing, reviewing and processing a variety of documents, forms, and correspondence; maintaining files, records, databases and filing systems; making arithmetic calculations; posting and balancing ledgers; posting, checking, balancing, auditing and adjusting personnel, timekeeping and fiscal records; ordering office supplies; preparing and monitoring purchase orders, work and travel requests, and expense statements; verifying receipt of items; maintaining inventory and physical assets; and preparing and typing correspondence, reports and other administrative clerical documents.

**REQUIREMENTS:**

One year of clerical experience that included providing customer service in person or via telephone. Experience must have included the preparation, creation and maintenance of confidential records and databases. Successful completion of an Associates degree in business or a related field may substitute for one year of experience. **See Typing Certificate requirement and Certificate Notes on reverse. On-line typing test certificates will not be accepted.**

**EVALUATION AND  
SELECTION FACTORS:**

Factors which may be evaluated in the selection process include knowledge of English grammar; spelling; filing; modern office methods; records management; and arithmetic. Ability to maintain confidentiality; communicate effectively both orally and in writing; read, interpret and understand procedures; operate a 10-key adding machine; use a computer terminal and a personal computer; maintain complex filing systems; and make arithmetic computations.

**SELECTION PROCESS:**

Qualified applicants will be invited to participate in a written examination that will include Office Practices and Procedures; Mathematical Problem Solving; Reading Comprehension; Proofreading/Checking and Comparing; Financial/Purchasing Terminology; and Personnel/Payroll Practices. **Test Date: Saturday, October 14, 2006.**

**EMPLOYMENT  
CONSIDERATION:**

Candidates who are successful in the selection process will be eligible for employment consideration for up to one year. See Eligible Lists on reverse.

**HOW TO APPLY:**

Applicants must complete and submit a Superior Court employment application, supplemental application form, background investigation form, pre-employment disclosure statement and original typing certificate. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P. O. BOX 122724, SAN DIEGO, CA 92112-2724; or through County mail to Mail Stop C-44.

**Assigned Analyst:** Katy Moss  
September 12, 2006

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The recorded telephone number to request an application and the 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at: <http://www.sdcourt.ca.gov/>, then click on the employment tab located on the right side. The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** New employees usually start at a step within the salary range that is commensurate with their background, experience, education and training.

**Vacation:** New employees accrue vacation at a rate of fifteen (15) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Most employees in the Court Administrative Clerk I classification serve a one-year probationary period. Employees assigned to confidential Court Administrative Clerk I positions serve at the pleasure of the Court. Court Administrative Clerks are governed by the San Diego Superior Court Personnel Rules.

**SAN DIEGO SUPERIOR COURT**  
**ATTN.: Personnel Division**  
**POST OFFICE BOX 122724**  
**SAN DIEGO, CA 92112-2724**

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**Certificate Requirements:** An ORIGINAL unaltered typing certificate (no photocopies) of at least 35 net WPM with a maximum of five (5) errors must be attached to the application, or presented at time of filing application. The certificate must state that the typing test was for at least five (5) minutes and in accordance with International Typing Contest Rules. The certificate must be no more than two (2) years old from the date of application submission. On-line typing test certificates will not be accepted. Attach a self-addressed stamped envelope for return of typing certificate. **Certificate Notes:** Typing certificates may be obtained at the following Continuing Education Centers: West City Center (619-221-6973), Mid-City (619-388-4500), Mira Mesa (858-627-2553), Center City (619-388-4635), Vista Adult School (760-758-7122), or the adult school or community college in your neighborhood.